



**Four Wheel Drive Queensland**  
 'The Queensland Association of Four Wheel Drive Clubs'  
 P.O. BOX 174  
 BRISBANE MARKETS. Q. 4106  
 Ph: 07 3277 6071  
 Email: info@4wdqld.com.au  
 Web: www.4wdqld.com.au

## Hall Hire Agreement

The 4WD QLD hall is a non smoking venue both in the building and on the property surrounding the building. No persons are to be onsite between the hours of 10pm and 7am.

Name of Organisation: _____ Contact Person: _____ Phone: _____ Alt Phone: _____ eMail: _____ Member of 4WD QLD: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p style="text-align: center;"><b>Casual Hire</b></p> Date of Hire: ____/____/____ Time: <input type="checkbox"/> 7am – 12noon <input type="checkbox"/> 12noon – 5pm <input type="checkbox"/> 5pm – 10pm Nature of hire:- _____ _____ _____ _____ Estimated attendees: <input type="checkbox"/> >20 <input type="checkbox"/> 20-30 <input type="checkbox"/> 30-40 <input type="checkbox"/> 40+	<p style="text-align: center;"><b>Annual Hire</b></p> <p style="text-align: center; color: red;">Clubs and Associations Only          July 1<sup>st</sup> to June 30<sup>th</sup>          A new form must be submitted each year.</p> <p style="text-align: center;">Year: 201__ - 201__</p> Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Time: <input type="checkbox"/> 7am – 12noon <input type="checkbox"/> 12noon – 5pm <input type="checkbox"/> 5pm – 10pm Week of Month: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>
Hall hire fee of \$75 applies per time slot plus \$100 bond payable one week prior to hire.	Hall hire fee of \$300 per annum is payable by 30 <sup>th</sup> of July. \$100 key bond is payable per key.

**SCHEDULE OF TERMS AND CONDITIONS**  
**4WD QLD HALL HIRE**

1. The hirer agrees to reimburse 4WD QLD for any damage or losses caused to the premises or its fixtures, fittings and equipment during the hire period.
2. The premises and surrounding property is smoke free including the car park.
3. The hall is to be clean with all chairs stacked away at the end of the hire period. The hirer agrees to pay a cleaning fee of \$100 if hall is not cleaned appropriately.
4. The hirer agrees to indemnify 4WD QLD of any liability for personal injury or loss and further agrees to hold sufficient public liability insurance cover should a claim arise.
5. The use of adhesives, nails or tacks is strictly prohibited.
6. The hirer agrees not to carry on, endorse or enter into illegal activities within the hall or its grounds.
7. Hirers must ensure all exit points are kept clear and accessible at all times.
8. The Hirer is responsible for ensuring all Air Conditioners, lights and non essential power points are turned off and the hall is fully secure upon exit.
9. The hirer must keep noise to a minimum upon exiting the premises out of respect for the halls neighbours.

**I, the undersigned agree to the terms and conditions listed above**

**Private Hire**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Club/Association Hire**

*Note: Clubs and Associations must have two members of the executive sign this document.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_